TRAINING ON REVISED DEATH CERTIFICATE

*I*mplementation of the revised birth certificate is now "old news" in Florida. We have moved into the next phase, and that is the revision of the Florida Certificate of Death, scheduled for January 2005 implementation. If you have been following this process in previous issues of the *Vital News*, then you are ready for the next chapter!

There have been meetings with vital statistics staff, DOH data users, and representatives of our various partners in the private sector—all those involved in the death registration process. The workgroups provided valuable input toward the development of the final death certificate form. Vendors of approved software packages for generating death certificates have been provided a copy of the revised death certificate in order to have the updates ready for January implementation (see related article, page 2 of this issue: Vendors, Vendors, Vendors).

To be sure all users of the form are familiar with the changes and how to complete any new items, there will be formal training throughout the state. Funeral directors and staff, medical examiners and staff, physicians and staff, and county vital statistics staff are asked to attend a live broadcast on **October 28, 2004**, 8:30—10:00 am, EST. This teleconference will introduce the revised form in its official capacity. Questions and answers will be allowed at the end of the broadcast. There will be a re-broadcast of the teleconference the following week for those unable to make the first date. County health departments will be the host sites for this important training on the new certificate. Chief Deputy Registrars will be providing details to the professionals in the area, so be sure you register with your DR as soon as you are notified.

In This Issue

NEW VENDOR FOR BIRTH SOFTWARE

A second vendor has been approved to generate the Florida Certificate of Birth at the hospital. Swelusoft, Inc.'s software has met the requirement specifications and has been approved as a vendor for the state of Florida. Any hospital or birthing facility interested in their product should contact their chief deputy registrar or Mike Grant, (904) 359-6900, ext. 1056 or SunCom 826-6900 ext. 1056, for information on how to contact the vendor.

A special <u>thank you</u> goes out to the medical examiners of Florida for being an integral part of getting death certificates filed for the victims of the recent hurricanes. We also want to thank all county health department staff. Both have shown infinite diligence, dedication and sacrifice during the most trying of times.

E-VITALS

The E-Vitals success story continues!!! Training and implementation for the counties' use of the CAS component of the new electronic vital records registration system, E-Vitals, is ongoing. The Duval County Pilot began in July, and two new counties are currently being coordinated for subsequent pilots. As part of the pilot process, numerous improvements and enhancements are being made to the system as a result of user feedback. Once the pilot process is complete, we will begin the rollout to all other counties throughout the state. The schedule of training dates will be sent to chief deputy registrars in September. CDRs will be kept up to date on this process through the monthly CDR conference calls.

"CAS" stands for Correspondence Accounting System, which is an all-in-one system for processing vital record requests. CAS is successfully being utilized in the state office and pilot counties for issuing and tracking birth certifications and associated monies, with on-line death certificate requests to be added in 2005. The CAS story is one of continuing improvement to a system that is already a major upgrade to vital records registration and issuance.

ACKNOWLEDGMENT & 2 WITNESSES

When mom is unmarried and dad wishes to acknowledge paternity, it can be done through the in-hospital paternity acknowledgment. or through the Paternity, Acknowledgment, DH 432, filed directly with the state office. For either process, both signatures must be notarized or signed before two witnesses.

Questions regarding paternity acknowledgment should be directed to the state office, (904) 359-6900, ext. 9004.

SECURITY PAPER LOGS

*C*hief Deputy Registrars must have separate Audit Control Number logs for *each* printer and/or copier used for making certifications. There must be a *separate* log for each type of security paper (1563A—pinfeed, 1946—short, 1947—long) used in the printers.

A Shipment Receipt Log noting shipments received, monthly inventory and note of any transfer of paper must be maintained for each type of security paper. Inventory of all paper, including open packages of paper currently in use, stores of paper within VS, and any security paper stored off site — **all** must be inventoried at least once a month and noted to the log.

If paper is transferred, a Transfer of Paper Log must be maintained for each type of paper transferred. Copies of the completed Transfer of Paper form, DH 1941 must be kept with that page of the log. This applies to both the transferring and receiving counties.

The CDR Operations Manual (COM) includes copies of sample logs. Chapter 4 outlines the proper procedures for handling of security paper. If you have any questions regarding logs, contact your QA field representative.

VENDORS, VENDORS, VENDORS

As the State Office of Vital Statistics gears up for the January 2005 implementation of the revised Florida Death Certificate, we have contacted the approved vendors who provide funeral homes software programs to generate the death certificate. All approved vendors have been provided with a copy of the revised death certificate and the necessary specifications to reproduce the form. This will ensure that enough time is available for them to upgrade their current systems.

The following are approved software packages for generating the Florida Certificate of Death:

Florida Graphtech, Last Writes;
Belmar, Mortware;
FM Solutions;
Continental Directors Assistant;
Kamber Systems, Talaris
Christian Bahnsen, Information and Graphics Management

Funeral directors need to be in touch with their vendors to be sure they are approved and have been contacted by the state office. Those funeral homes that utilize software to print to the pre-printed form should let those vendors know of the revised form and advise them to contact the state office for information on the revised form. Questions regarding software and the revised death certificate should be directed to Mike Grant, (904) 359-6900 ext. 1056.

Funeral directors who want to be *emailed* the quarterly updates to the County Health Department phone listing can provide their email address, & the listing will be sent automatically. To have your name put on the list, send an email to:
sharon_dover@doh.state.fl.us

Welcome Aboard

The following appointments have been made to the position of Registrar**:**
Local Registrar:
Marsha Rau, R.N. ……….. Hardee County

Chief Deputy Registrar
Tonja M. Edmondson …..... Marion County

ON THE ROAD WITH QA

Mike Grant, Quality Assurance Field Representative, has been running the roads in Florida this past month or so. Mike has been speaking to various professional organizations, getting the word out about the upcoming implementation of the revised Florida death certificate.

In June, Mike spoke to the membership of the Independent Funeral Directors of Florida (IFDF) at their annual conference. He made a presentation before the annual conference of the Florida Funeral Directors Association (FFDA) in July, and another presentation at the August Funeral Board Meeting. The Florida Morticians Association has asked Mike to speak before their September meeting as has the IFDF for their regional meeting in South Florida.

EXPLOSIONS, FIRES & CAUSE OF DEATH

The State Fire Marshal has contacted the Office of Vital Statistics recently regarding possible deaths from explosions and/or fires. They have asked for our assistance in obtaining better reporting of explosions and fires on Florida death certificates. Out of 45 possible fire/explosion related deaths for 2003, 17 did not indicate any type of fire or explosion in the cause of death.

One record indicated smoke and soot inhalation from electrical malfunction of an extension cord, with no further information. The death record did not indicate what actually happened, if the house caught on fire or an explosion was involved. When coding cause of death, certain coding rules apply. In this instance, the rules dictated the code for poisoning from toxic effects from gases, fumes and vapors. Due to lack of information, the record could not be coded as a result of a fire.

Another record involved two cars in a collision with one car catching fire. The death record was correctly coded to a transport accident, even though there was fire involved. In order to sufficiently identify the transport accident as fire related, from a coding standpoint, the medical examiner would have to indicate that the person's injuries involved burns, which was not done in this case. Without this information, these records cannot be coded properly.

It is important that we have all available information included in the medical certification of death. Cause of death information is used for federal, state and local programs to identify target areas and direct federal grants to local and state injury prevention programs. If there is a question as to whether information is pertinent or any other question regarding cause of death, contact Dolores Smith, (904)359-6900 ext. 1087.

ISSUANCE REMINDERS

Chapter 5 of the CDR Operations Manual (COM) outlines the procedures for issuance of certifications, who is considered authorized, how applications are to be completed, what documentation or ID is required and when it is required, etc. The following are some reminders regarding proper issuance of certifications:

- Photo ID must be provided for issuance of all birth certifications and all death certifications with cause of death;
- Photo ID number or copy of ID must be on all applications;
- Applications are required for all issuances; the standard application is preferred, but a letter that includes all the data elements from the application will be acceptable;
- Applications must be completed in their entirety;
- Funeral directors must submit their applications with all items completed, not just a partially completed application. You must include the name of the person you represent and that person's relationship to the deceased; you must also indicate if you are from the funeral home of record.

Questions on issuance should be directed to Priscilla Smith, (904) 359-6922 or SunCom 829-6922 or to Evelyn Fugate, (904) 359-6900, ext. 1022.

BITS 'N PIECES

Item 7 on the birth certificate:
- **Home Birth (Planned to deliver at home?)** - If No is checked and mother and baby go to the hospital immediately after the delivery, there should be a note on the back to indicate hospital name. This will authorize the birth registrar to certify the birth.
- **En Route** births - "Other (Specify)" should be checked, followed by "En Route". Item 8 should have the hospital name.

The statistical tables, along with past issues of the *Vital News*, can be found on the department's website at the following address:
http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.htm

CHANGE OF ADDRESS FORM

PLEASE PRINT OR TYPE ALL INFORMATION

Date: _____

Address as shown on current newsletter:

_____

_____

New Mailing Address:

_____

_____

_____

PLEASE MAIL CHANGE OF ADDRESS TO:
OFFICE OF VITAL STATISTICS, QUALITY ASSURANCE UNIT
P.O. BOX 210
JACKSONVILLE, FLORIDA 32231-0042

FLORIDA DEPARTMENT OF
HEALTH

Department of Health
Office of Vital Statistics
Quality Assurance Unit (HPEVSRR)
P. O. Box 210
Jacksonville, FL 32231-0042